



SOLE SOURCE DETERMINATION

Project Name / Contractor: Loyola Marymount University
Estimated Cost: \$36,000
Funding Source: US EPA 320 Grant
Date: 6/20/2017

Prior to subcontracting, all projects performed by third parties (subcontractors) require the initiation of a competitive bidding process consistent with funding agency guidelines and TBF policies and procedures. Please check with the funding agency and TBF Admin before completing a Sole Source Determination form.

SOLE SOURCE NOTE:

The service or product sought must be available from only one vendor. The service or product required by TBF is one-of-a-kind and is not available through any other source. Please answer the questions below for approval consideration.

SOLE SOURCE JUSTIFICATION QUESTIONNAIRE

Sole Source Agency/Individual: Loyola Marymount University

Please address all that apply, respond with specific answers:

- a) If the service or product required by TBF is one -of-a-kind one, provide background information and how it was determined to be so:*

The service and deliverables required by the Foundation were dependent on available funds on our US EPA 320 Grant, which became available after our Marine Scientist did not return to work after a leave of absence and a reduction of scope and hours of our consultant paid by the grant occurred. The idea of the hiring of interns to perform specific tasks related to the BRP have been discussed for months but given the uncertainty of funding, it was difficult to implement, and especially implement in a brief period of time.

- b) If there are unique features to successfully complete the desired result, please identify those features in detail and state why only this vendor can achieve it:*

We have an existing relationship with LMU that has been one of mutual benefit. LMU has consistently provided interns and volunteers to our projects and programs, and given the time constraints to implement the summer internship relationship, we relied on LMU to create a hiring



and sharing of costs plan to have a summer intern program to advance our BRP objectives. We are also very familiar with the quality of interns we get and recruited and selected the interns hired to support this work. Thus we feel very confident we are getting good interns to achieve the goals we have outlined for the interns.

c). ***Please provide information on other vendors with models available and explain why they were rejected:***

Other vendors were rejected mainly given time constraints but also given our unique relationship with LMU. But we are looking forward to work with other vendors, universities, and have a competitive process if a similar contract relationship is required and if we are not hiring interns directly as paid staff or issuing a subaward.

d). ***Please indicate any other circumstances, e.g. undue hardships to TBF, timeframe urgencies, etc.:***

Establishing a relationship with other vendors would have risked the implementation of this program given the time constraint. Another circumstance for sharing the cost of an intern program was the physical proximity to LMU. One of our offices is housing SMBNEP staff is located on the campus of LMU and doing all physical coordination with the interns and LMU program support gave this relationship an advantage over all others.

Administrative Determination

SOLE SOURCE: NO _____ YES ✓.

Review and Analysis (Admin):

SOLE SOURCE APPROVAL:

Tom Ford, Executive Director

Name and Title

Signature

Date